

**INSTRUCTIONS for  
10% Set-Aside Activities**

**A. ACTIVITY DESCRIPTION**

*Only one 10% set-aside activity is allowed under this funding cycle.*

**10% Set-Aside:** Applicants must document and demonstrate that each proposed activity is CDBG-eligible, one of the allowed activities stated in the NOFA, and meets the national objective of principally benefiting low income persons/households (targeted income group benefit) **or** serves to eliminate slums or blight in targeted areas. Each national objective has its own set of instructions and application page(s) to be completed. All activities must be completed within the term of the grant contract and all funds (CDBG and any local program income committed) must be spent prior to contract expiration date.

Any proposed 10% set-aside activity will NOT be competitively rated.

The following expenditures are not allowable under the 10% set-aside:

1) General Administration; 2) Planning Studies; 3) Activity Delivery for another activity

1. Indicate the total dollar amount that is being requested for this specific activity. This dollar amount must include any activity delivery costs.
2. Provide a narrative description of the proposed CDBG-eligible activity with full scope of work and budget.
3. If the proposed program will be carried out in a target area, identify the census tracts and applicable block groups for the proposed target area.

Depending on local indicators and census data, applicants may strengthen their application by proposing the activity in a target area that has high poverty indicators. If proposing a program in a target area, the applicant will be held to performing in that area.

4. Under each column, identify the proposed number of beneficiaries for each specific income group.  
(Refer to Appendix B for a link to the list of income limits by county.)

Non-TIG (Non-Targeted Income Group) refers to households/persons that earn 81% and above of the county median income.

TIG (Targeted Income Group) refers to households/persons that earn between 51% and 80% of the county median income.

LTIG (Lowest Targeted Income Group) refers to households/persons that earn between 31% and 50% of the county median income.

Note: Proposed activities may not exclude benefit to the LTIG.

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Extremely LTIG (Extremely Lowest Targeted Income Group) refers to households/persons that earn 30% or less of the county median income.

Note: Proposed activities may not exclude benefit to the LTIG.

5. Indicate who will carry out this activity.
6. Environmental Clearance. Indicate the anticipated level of environmental clearance under the National Environmental Policy Act (NEPA).

**B. TARGETED INCOME GROUP (TIG) BENEFIT**

1. Identify the percentage of households benefiting from the proposed activity who are TIG households.
2. Identify how the TIG percentage was determined. Check all that apply.

Note: Applicants are not required to have done a survey to establish benefit under this activity, but if a survey was done, attach a copy of the survey instrument, survey methodology, and the survey results.

3. If the applicant indicates that a survey was done, please complete the attached chart providing survey information.

Please refer to Appendix A for guidance on conducting surveys.

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**10% Set-Aside Activity**

**A. ACTIVITY INFORMATION:**

1. How much is being requested for this activity? \$\_\_\_\_\_ (inc. activity delivery)  
(Cannot be more than 10% of the requested budget amount)
2. How will the requested CDBG funds be used? (Describe the activity)

3. For activities that will be carried out within a target area, identify the following (see *instructions*):

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Groups	Block Groups	Block Groups	Block Groups	Block Groups

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**4. Proposed Beneficiaries by Income Group (see instructions):**

Number of **Persons** -

<b>81% and Above (Non-TIG)</b>	<b>Between 51% - 80% (TIG)</b>	<b>Between 31% - 50% (LTIG)</b>	<b>Below 30% (Extremely LTIG)</b>	<b>TOTALS</b>

Number of **Households** -

<b>81% and Above (Non-TIG)</b>	<b>Between 51% - 80% (TIG)</b>	<b>Between 31% - 50% (LTIG)</b>	<b>Below 30% (Extremely LTIG)</b>	<b>TOTALS</b>

**5. This activity will be carried out by:**

☐ Jurisdiction
 ☐ Consultant
 ☐ Combination of jurisdiction/consultant

**OR**

☐ Another unit of local government
 ☐ Another public agency
 ☐ Non-profit

☐ For-profit
 ☐ Faith-based organization
 ☐ Other: \_\_\_\_\_

Name of the agency/organization: \_\_\_\_\_

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6. Environmental Clearance: (Please indicate the anticipated level of environmental clearance.)

**TIG BENEFIT**  
**10% Set-Aside Activity**

**B. TARGETED INCOME GROUP (TIG) BENEFIT**

1. Enter the percentage of households benefiting from this proposed activity that are TIG households. \_\_\_\_\_%

2. How was the TIG percentage determined?

\_\_\_\_\_ Income Restriction

\_\_\_\_\_ Income survey of EXISTING beneficiaries. (attach survey & results)

\_\_\_\_\_ Income survey of POTENTIAL beneficiaries. (attach survey & results)

\_\_\_\_\_ Census Data

\_\_\_\_\_ Other: Explain: - \_\_\_\_\_

3. If a survey was done, the applicant is required to submit a copy of the survey instrument, survey methodology, and a summary of the results.

Indicate the page number where this documentation is provided: **PAGE:** \_\_\_\_\_

Survey Date:	
Total # of <b>existing</b> beneficiaries: ( <u>Universe</u> )	
Households? OR Persons	
<b>How many were surveyed?</b>	
How many responses were required per survey methodology shown in Appendix A?	
<b>Total number of responses RECEIVED:</b>	
<i>Number of TIG responses:</i>	
<i>Number of Non-TIG responses:</i>	